

Regular Meeting of the Yinghua Academy School Board
1616 Buchanan Street NE, Minneapolis, MN, 7th/8th Grade Room
Monday, March 5, 2011, 6:00 PM

Board Members in Attendance: Lou Bender, Denny Grubish (beginning at 6:15pm), Scott Jax, Rosemary Lawrence (left at 7:40pm), Karen Lu (Secretary), Joel O'Malley, Jen Shadowens (Chair)

Board Members not in Attendance: Ruth Hansen, Doug Parish

Executive Director in Attendance: Mrs. Sue Berg (arrived at 6:08pm)

YACA Chair in Attendance: Ana Ly (arrived at 6:07pm)

Public in Attendance: Denny Grubish, Janine Trutna

I. CALL TO ORDER

Ms. Shadowens called the meeting to order at 6:02 PM.

II. PUBLIC COMMENT

None.

III. APPROVALS

a. 3/5/12 Agenda

Ms. Shadowens added III. APPROVALS e. Auditor Approval. Ms. Bender added VII. Yinghua Academy 2012-2013 Calendar.

The MOTION by Mr. Jax to approve the agenda with the above additions was seconded and passed.

b. 2/6/12 Minutes

Under V. PRIORITIES a. Expansion, Mr. Jax noted that Ms. Shadowens also attended the meeting with Mr. Jentoft of CSDC.

The MOTION by Ms. Bender to approve the minutes as amended was seconded and passed.

c. Board Seat Appointment

Ms. Shadowens stated that she and Mrs. Berg recommend Mr. Grubish to be appointed to the Yinghua Academy School Board with a term beginning immediately and ending 6/30/13. Ms. Bender expressed appreciation for Mr. Grubish's background in financial, non-profit, and volunteer work (see Board Packet for details).

The MOTION by Mr. Jax to approve Mr. Grubish's appointment to the board with the term as recommend was seconded and passed.

Discussion followed regarding the type of teacher licensure required with respect to the teacher preference board seat appointment. Ms. Shadowens to follow up.

d. Policy Review – Batch #3

Mr. O'Malley called for questions from the board.

1. #208 Development, Adoption, and Implementation of Policies
2. #210 Conflict of Interest – Charter School Board Members
3. #404 Employment Background Checks
4. #412 Expense Reimbursement
5. #430 Reporting Unethical or Illegal Activity
6. #528 Student Parental, Family, and Marital Status Nondiscrimination
7. #529 Staff Notification of Violent Behavior by Students
8. #533 Wellness Policy

The MOTION by Ms. Lu to approve Policy Nos. 208, 210, 404, 412, 430, 528, 529, and 533 was seconded and passed.

e. Auditor Approval

Ms. Shadowens presented Mr. Parish's recommendation to reconfirm KDV as Yinghua Academy's Financial Auditor. Even though Yinghua and KDV have a three-year term with a thirty day notice to terminate, an annual approval is recommended.

The MOTION by Dr. Lawrence to approve KDV as Yinghua Academy's auditor was seconded and passed.

VI. REPORTS

a. Executive Director's Report.

Mrs. Berg presented the Executive Director's Report. Mr. O'Malley asked what would be communicated to Kindergarten parents regarding facility status at the March 22nd information session. Mrs. Berg expects to share that the second site will be within approximately one mile of the current facility and that the school is committed to the Kindergarten Center being an integral part of the Yinghua community through the sharing of faculty, staff, and events.

Mr. Jax asked for a clarification regarding MCA math scores, whether all children are retested. Mrs. Berg will confirm how the multiple MCA tests are scored. Ms. Ly inquired whether parents will be notified of MCA test changes. Mrs. Berg will follow up. Ms. Shadowens requested Mrs. Berg report on preliminary test results at the next board meeting, particularly with respect to Friends' criteria (absolute proficiency, free and reduced lunch, and comparative growth). Dr. Lawrence wondered whether a growth comparison would be possible this year if the test has changed so much and proposed that Friends could review NWEA growth instead.

Mrs. Berg reported that staff members Mr. Chu and Mrs. Peterson, along with volunteer Ms. Choy and consultant Ms. Norwick assisted with setting up Power School Grade Book. Although the current report cards are not as detailed as Mrs. Berg would like to see, there appears to be the potential to customize and develop future report cards.

With respect to Academic Committees formed to study the curriculum, initial work will be concentrated on Chinese, English, and Mathematics. Mrs. Berg stated that the timeline for the end goals will be prior to the start of school next fall. Ms. Shadowens inquired whether or not it would be necessary to employ teachers over the summer to continue this work. Mrs. Berg responded that the work has begun, however the information required to fully assess the extent of work is not yet available. Mrs. Berg also noted that Ms. Calcaterra indicated there were some funds in the FLAP grant for curricular work. Dr. Lawrence noted that the Confucius Institute may also have funding available and that the current standard rate for curricular work is \$35/hour.

Mrs. Berg noted that the bus company and the cleaning service have been very responsive to input and that there have been significant improvements to their service. In addition, regarding teacher observations and evaluations, Mrs. Berg emphasized the need for there to be a match for Yinghua Academy as well as for the teachers. Mrs. Berg has also asked Ms. Calcaterra to aggressively pursue additional grants that fit philosophically with Yinghua's mission. Ms. Shadowens thanked Mrs. Berg for her early efforts. Refer to Board Packet for remaining items summarized.

b. YACA Report

Ms. Ly presented the YACA Report. As an update, Ms. Ly noted that March Music Madness will be held March 22nd and that YACA has offered to help with refreshments. As the board representative at the last YACA Board meeting, Dr. Lawrence noted that she was impressed with the degree of organization and participation. Refer to Board Packet for YACA Guiding Principles, YACA Board Member Responsibilities, and remaining items summarized.

c. Academic Committee

Dr. Lawrence noted that Mrs. Berg contributed consistency and clarity to the committee's work with enthusiasm. Refer to Board Packet for 2/21/12 Meeting Minutes.

d. Facilities Committee

Mr. Jax reported that the Facilities Committee met with Mr. Rivera and Ms. Rathman of Rivera Architecture on February 13th for a site walk-through and review of past facilities work. Mr. Jax and the Facilities Committee met again on February 27th to discuss progress of Rivera's work and review the lease terms of the non-binding agreement with the owner of the proposed Kindergarten site.

Mr. Jax mentioned that Ms. Rathman had no news from the city yet, but she and Mr. Kepler continue to discuss other alternatives for expansion including property lines, easements, etc. Once Ms. Rathman is able to discuss the situation with the city, the Facilities Committee will likely reconvene again to keep the first phase of the exploration on track. Mr. Jax also briefly reported that CSDC is exploring a potential new model for charter schools to consider in which multiple school properties may be served by one non-profit building corporation. CSDC is planning to hold a meeting with several area charter schools this month to discuss the idea further.

Ms. Shadowens noted that the Shared Use Agreement with Parks is currently being worked on.

e. Finance Committee

Ms. Shadowens presented the February financial statements, MDE letter informing Yinghua of the reduction in holdback, and Finance Committee goals and timeline (see Board Packet for details).

f. Personnel Committee

Mrs. Berg provided an update to front office staffing. Mrs. Peterson is now the Office Manager and Ms. Vanyo will begin as Business and Human Resources Manager on March 19th. Ms. Vanyo's HR experience will be helpful in ensuring consistency in personnel policies and in working with the many staff seeking green cards, visas, and licensure assistance. Ms. Peterson, Ms. Vanyo, and Mrs. Olsen will share receptionist duties. Refer to Board Packet for 12/16/11 and 2/9/12 Meeting Minutes.

V. PRIORITIES

a. Board Elections / Annual Meeting Planning

Ms. Shadowens presented the timeline for board elections, and proposed adding childcare during the Annual Meeting. See Board Packet for more information. The Nominating Committee structure and membership was discussed. Ms. Shadowens requested input from the board as to whether the Nominating Committee should continue as previously or whether it should be a board committee. The board generally agreed that the Nominating Committee would be an appropriate sub-committee of the Governance Committee, with one board member sitting on the Nominating Committee. Mr. O'Malley will work with Ms. Calcaterra to develop a one page overview of board work to give to prospective board members.

The MOTION by Dr. Lawrence for the Nominating Committee to be a sub-committee of the Governance Committee was seconded and passed.

b. March and April Town Hall Meeting Preparation

Ms. Shadowens noted that the last Town Hall meeting was not as well attended as previous meetings. The board discussed potential topics for the March Town Hall Meeting, the schedule with respect to YACA's meeting, and a possible immersion education event in late March, and concluded that the March Town Hall should be cancelled. The proposed topic for the April Town Hall Meeting is curriculum and the proposed topic for the May Town Hall Meeting topic is facilities.

c. Board Work Session(s)

During a meeting with Ms. Shadowens, Ms. Bender, and Mrs. Berg, Mr. Brown of Charter School Partners (CSP) proposed facilitating a board retreat to work on establishing a successful working relationship with our new Executive Director, breaking down the strategic plan into board and administrative goals and responsibilities, and fulfill on-going training requirements. Ms. Shadowens presented three dates for the board's consideration. See Board Packet for more information.

d. Immersion Admissions Parity

Ms. Shadowens reported that Mr. Brown at CSP thought it might be possible for Yinghua to establish admissions parity through legislation. Ms. Shadowens suggested a working group be formed to draft and implement a work plan to reach out to other charter immersion schools and initiate this work since Yinghua is currently not allowed to test for language skills. Ms. Bender, Mrs. Berg, and Ms. Lu expressed interest in participating. Mrs. Berg noted that Yinghua would need to consider options for assessment, testing, and tutoring if this legislation passes.

VI. GOVERNANCE

a. Second Reading - Policy Batch #4

Mr. O'Malley called for questions from the board regarding Yinghua policies #401, #402, #407, #410, #417, #418, #419, #420, #002, #003, #008, #601, #603, #612, and #616 (see Board Packet for details). Ms. Lu indicated that policies with language referencing the ADA/Section 504 Coordinator (including #402, #521, and #011) should be consistent. Ms. Lu made minor edits to policies #420, #003, and #008, and recommended a thorough review of all policies to ensure that those required are included in staff and student handbooks (i.e. #419 and #526). Mr. O'Malley added that once all policies have gone through board review, there will be an additional final review by the Governance Committee.

b. First Reading – Policy Batch #5

Mr. O'Malley called for questions from the board regarding Yinghua policies #205, #102, #501, #516, #521, #526, #531, #011, and #709 (see Board Packet for details). Ms. Lu noted that policy #205 requires the board to keep a vote journal. Discussion followed. In general, the board proposed a revision to this requirement. Ms. Lu noted that familial status should be added to policy #102. It was determined that the Office Manager will be designated the Facebook Administrator in policy #709.

Ms. Ly noted that the Directory Policy proposed by YACA needs to be added to the list. Mr. O'Malley indicated that there was significant overlap with the Data Sharing policy and that the board should determine whether the new policy should be added or the existing policy should be revised. Mrs. Berg asked the board to prioritize a Student Attendance policy. Mr. O'Malley will follow up. Ms. Shadowens asked the board to give the policy list a critical review.

VII. 2012-2013 SCHOOL CALENDAR

Mrs. Berg presented the 2012-2013 proposed school calendar and noted there will be 174 student days in comparison to 173 in the 2011-2012 school year. Discussion followed. The Chinese New Year performance will be added to the calendar on February 14.

The MOTION by Ms. Bender to approve the 2012-2013 school calendar as amended was seconded and passed.

VIII. ADJOURN

The MOTION made by Ms. Lu to adjourn at 8:48 PM was seconded and passed.

Minutes drafted by Karen Lu, Secretary.
Approved by vote of Board on:

IV a. Enrollment Report

Yinghua Enrollment Report as of 04/12/12

<u>11-12 School Year</u>	<u>K</u>		<u>1</u>		<u>2</u>		<u>3</u>		<u>4</u>		<u>5</u>		<u>6</u>		<u>7</u>		<u>8</u>		<u>Total</u>
<u>Date</u>	<u>Enrolled</u>	<u>Waitlist</u>	<u>Enrolled</u>	<u>Waitlist</u>	<u>Enrolled</u>	<u>Waitlist</u>	<u>Enrolled</u>	<u>Waitlist</u>	<u>Enrolled</u>	<u>Waitlist</u>	<u>Enrolled</u>	<u>Waitlist</u>	<u>Enrolled</u>	<u>Waitlist</u>	<u>Enrolled</u>	<u>Waitlist</u>	<u>Enrolled</u>	<u>Waitlist</u>	<u>Enrolled</u>
6/3/11	100	89	75	34	75	10	75	4	49	5	44	2	24	0	23	0	8	0	473
6/20/11	100	87	75	34	76***	11	75	4	49	5	44	3	24	0	23	0	8	0	474
8/8/11	97	87	75	34	76***	12	70	4	45	5	43	3	23	0	21	0	8	0	458
9/23/11	99	70	75	33	76***	12	70	4	43	5	40	3	21	0	18	0	5	0	447
10/13/11	100	70	74	32	75	10	70	4	43	5	40	2	21	0	18	0	5	0	446
11/1/11	99	69	72	32	73	10	69	4	43	5	39	2	21	0	18	0	5	0	439
11/26/11	99	69	75	27	73	10	69	4	42	5	39	2	21	0	16	0	4	0	438
12/14/11	100	63	75	27	73	10	69	4	42	5	39	2	21	0	16	0	4	0	439
1/5/12	100	65	74	27	72	10	68	4	42	5	39	2	19	0	16	0	4	0	434
2/2/12	102	63	74	27	72	10	67	4	42	5	38	2	20	0	16	0	4	0	435
3/5/12	101	63	72	27	72	10	67	4	42	5	38	2	20	0	16	0	4	0	432
4/12/12	101	63	71	27	72	10	67	4	42	5	38	2	20	0	14	0	4	0	429

***special dispensation for student returning from China

Reasons for Student Withdrawal

- 7% Transferred to an approved nonpublic school (MARSS Code 03)
- 23% Student moved outside of the state or country (MARSS Code 05)
- 3% Student withdrawn after 15 consecutive days absence (MARSS Code 14)
- 3% Student withdrew, no transcript requested, or transferred to a non-approved nonpublic school (MARSS Code 18)
- 64% Student transferred to another district/state but did not move (MARSS 20)